MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
BUDGET MEETING
September 29, 2026

The duly advertised budget meeting of the North Lebanon Township Board of Supervisors was called to order at 2:00 PM by Chairman Heisey at the North Lebanon Township Municipal Building located at 725 Kimmerlings Road, Lebanon, PA. The Pledge of Allegiance was recited. The following Board members and Township staff were present:

Gary Heisey – Chairman
Ed Brensinger – Vice-Chairman
Arden Snook, Sr – Treasurer
Lori Books – Township Manager
Jared Balsbaugh – Public Works Director

Teresa Kelly, recording secretary, Emily Bixler with LebTown and one Township resident were also present.

GENERAL FUND DEPARTMENTS

Lori Books, Township Manager, began reviewing the budget line by line, mentioning that some amounts are marked as placeholders until we receive final numbers in those categories. Jared Balsbaugh, Public Works, reviewed his portion of the budgeted purchases for the highway department for 2027.

Administration – Manager Books is proposing the purchase of a new computer for the part-time clerk's position. The current PC is about 7 years old, which according to their IT department is out of date in the tech world and has been out of warranty for several years.

Building Maintenance – Nothing extra is planned for this department.

Police – The Township will be giving the LCRPD all state police and local fine monies received in addition to the annual contribution.

Planning & Zoning – This department was increased to include funds to start working on re-writing the Township's Zoning Ordinance.

Public Works / Highway – Engineering fees for Long Lane and Emma Road Bridges in addition to paving and fuel bid documents were budgeted from this department. Manager Books also proposed purchasing a new computer for the Highway Crew Leader and the Public Works Director as they are both past due for replacement.

Mechanic – Nothing extra is planned for this department.

Parks & Recreation – Nothing extra is planned for this department.

OTHER FUNDS

Stormwater Fund – Funds are budgeted for additional slip lining within the Township.

Streetlight Fund - Nothing extra is planned for this Fund.

Capital Improvement Fund – Budgeted expenses include replacing the flooring on the Police Department side of the building, repairing the wash bay columns, paving at the salt shed, and replacement of the Long Lane and Emma Road bridges. The grant we applied for to replace the bridges was denied; therefore, the Township would be responsible for the full cost of the bridge work. Discussions took place regarding replacing the bridges next year, only doing the work outlined in the inspection report, or trying for a grant again next year. Nothing was decided at this time.

Fire Company Capital Reserve Fund – This Fund will be discussed during the Fire Chief's Budget Meeting on October 6th.

Capital Reserve Fund – Manager Books mentioned they will be applying for a grant to purchase a new paver for the Township to alleviate the need to rent one every year. If we receive the grant, the purchase will come out of this Fund. If the grant is denied, the Board will need to decide if they wish to still go through with the expense. It was suggested to split the cost of the paver with the Municipal Authority 50/50 since it is also used for sewer trench repairs if the grant is denied.

Jared Balsbaugh went over the budgeted items for 2027. Under the Highway section items included a Mowhawk Lift, a Swenson Tailgate Spreader, a 2027 Ford F-350 with the upfit, a Bomag Path Paver with the possibility of using the LSA grant to offset the cost, in addition to a Mig Welder. Under the Recreation section, a Ferris 72" Zero Turn Mower, and a Ferris Stand-On Blower were budgeted.

Special Project Fund – Nothing extra is budgeted for this Fund.

Parks & Recreations Fund - There are funds budgeted for upgrades to the full-service pavilion and restroom at the Community Park and to replace the sign at Lenni Lenape Park. Supervisor Brensinger asked where the funds were being taken from for the mowers. Manager Books replied they are budgeted to come out of the Capital Reserve Fund.

Liquid Fuels Fund – Funds were budgeted for the upcoming paving projects for the 2027 season. Currently, they are considering Horizon Boulevard, Colonial Circle, and Weavertown Road from Mt. Zion Road to Narrows Drive.

MOTION was made by Supervisor Heisey and seconded by Supervisor Brensinger at 3:01 PM to recess the regular meeting and go into Executive Session to discuss personnel matters. The Board reconvened at 4:02 PM. The meeting was adjourned at 4:03 PM.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to adjourn.

Respectfully Submitted,

Misty Bender
Administrative Assistant